

REPORT

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
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SUBJECT: Approval of Contracts Over \$25,000

DATE: November 13, 2003

EXECUTIVE DIRECTOR'S APPROVAL _____

RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The following consultant contracts are recommended for approval:**

Kaku Associates, Inc.	NTE	\$ 44,154
Leachman & Associates	NTE	\$240,000
- **The following software maintenance contract is recommended for approval:**

SAP Public Services, Inc.	NTE	\$28,760
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- **The following software license agreement is recommended for approval:**

Thomas Brothers Maps	NTE	\$136,395
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- **The following equipment lease is recommended for approval:**

Avaya Financial Services	NTE	\$111,705
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FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 12/4/03
PC DOC#92677

CONSULTANT CONTRACT

Consultant: Kaku Associates

Scope: The Consultant will do an assessment of Intelligent Transportation Systems (ITS) needs in the North Los Angeles County subregion. This effort will identify current ITS system components, additional user needs, and concepts of operations, resulting in specific near term options for potential ITS projects to improve traffic operations in the subregion.

Contract Amount:

Total not to exceed	\$44,154
Kaku & Associates (prime)	\$32,154
Venu Sarakki Associates(subcontractor)	\$12,000

Contract Period: December 2003 through June 30, 2004

Work Element: 04-100 NLAC1 \$ 44,154 (Funding source: FHWA)

Request for Proposal: SCAG staff mailed postcards to 230 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 04-007. The RFP was also posted on SCAG's web site. The following five proposals were received in response to the solicitation:

ADVANTEC (no subcontractor)	\$48,319
Kaku Associates (1 subcontractor)	\$44,154
Meyer Mohaddes Associates (no subcontractor)	\$48,402
Minagar Associates (no subcontractor)	\$48,576
National Engineering Tech (1 subcontractor)	\$47,495

Selection Process: The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five offerors.

The PRC was comprised of the following individuals:

Tom Horne, City of Palmdale, Traffic Engineer,
Fred Rabbin, Caltrans, ITS Development
Maged A. Soliman, LA County Public Works, Traffic Engineer
Bob Huddy, SCAG, Senior Transportation Planner

Basis for Selection:

The PRC recommends Kaku Associates for the contract award because of their experience, the quality of their ITS team, impressive responses to the questions posed during the interview, and excellent past performance record of completing numerous similar projects. Kaku Associates received the highest evaluation score of the five Consultants. In addition, Kaku Associates submitted the lowest cost proposal, with an adequate level of staffing to complete the necessary work within the timeframe identified for the contract.

CONSULTANT CONTRACT

Consultant: Leachman & Associates

Scope: Consultant will study the railroad infrastructure needs and operations for both freight and passenger trains in the SANBAG and RCTC Subregions. The study will examine options to enhance railroad throughput and productivity as well as development of an efficient rail system for use in moving goods and people with minimal interruption of other surface transport modes essential to the economic future of the SCAG region. These issues are of major concern to both private and public interests. Rail- oriented congestion relief is included in the Regional Transportation Plan and includes the need for an efficient railroad infrastructure for the movement of goods and people.

Contract Amount:	Total not to exceed	\$240,000
	Leachman & Associates LLC (prime)	\$ 97,000
	G.V.Hicks & Associates (subcontractor)	\$ 61,500
	G.R. Fetty & Associates (subcontractor)	\$ 61,500
	Weston Solutions, Inc. (subcontractor)	\$ 20,000

Contract Period: January 2004 through August 2005 (twenty months)

Work Element:	04-010.SCGC5	\$ 50,000 (Funding Source: Consolidated Planning Grant)
	04-010.SCGC5	\$ 70,000 (Funding Source: Consolidated Planning Grant – subject to approval of SCAG Budget Amendment 1)
	05-XXX	\$100,000 (Funding Source: Consolidated Planning Grant – subject to approval of SCAG FY 04-05 OWP)
	06-XXX	\$ 20,000 (Funding Source: Consolidated Planning Grant – subject to approval of SCAG FY 05-06 OWP)

Request for Proposal: SCAG staff mailed postcards to 252 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 04-010. The RFP was also posted on SCAG's web site. The following three responsive proposals were received:

Leachman & Associates (3 subcontractors)	\$240,000
HNTB (2 subcontractors)	\$239,987
TRC (2 subcontractors)	\$238,998
Hason-Wilson (1 subcontractor)	\$239,522

Selection Process:

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Gary Green, Transportation Planner, Caltrans District 8
Leanne Williams, Transportation Planner, Caltrans District 7
Stephanie Wiggins, Program Director, RCTC
Mark Griffin, Senior Planner, SCAG

Basis for Selection:

The PRC recommended Leachman & Associates for the contract award because of the team's innovative approach to the scope of work, successful completion of similarly complex and technically challenging projects, impressive responses to the questions posed during the interview, and excellent past performance record. In addition, the PRC was very pleased with Leachman & Associates reputation for completing work as scheduled. Leachman & Associates received the highest evaluation score of the four contending consultant teams, and was unanimously the first choice of the PRC.

SOFTWARE MAINTENANCE AGREEMENT

Vendor: SAP Public Services, Inc.

Scope: Annual renewal of software maintenance agreement of SCAG's SAP Software System.

Contract Amount: **Total not to exceed** **\$28,760**
SAP Public Services Inc. (prime)
(No subcontractors)

Contract Period: January 1, 2004 through December 31, 2004

Work Element: 04-840.SCGS90 \$14,380 (Funding sources: Indirect Overhead)
05-XXX \$14,380 (Funding sources: Indirect Overhead-subject to approval of SCAG's FY 04-05 budget.)

Request for Proposal: Not applicable

Selection Process: Sole Source, maintenance available only from the original software vendor.

Basis for Selection: Annual renewal of software maintenance agreement on our existing SAP software system. This maintenance agreement gives SCAG access to all Software Updates and Patches as well as Technical Support.

SOFTWARE LICENSE AGREEMENT

Consultant: Thomas Brothers Maps

Scope: Thomas Brothers Maps will provide SCAG with an electronic database for the entire SCAG Region (approximately 38,500 square miles) under a renegotiated software license agreement that will be used by SCAG's GIS, Transportation and Planning, Modeling, and Data and Monitoring divisions. The digital database contains the entire street network with address ranges, freeway/highway system, city boundaries, cultural feature, hydrology, zip code boundaries, land ownership, and other transportation features for the current year. This multi-year contract with Thomas Brothers calls for an annual licensing fee.

Contract Amount:

Total not to exceed (three year contract)	\$136,395
Annual renewal license fee (FY 03/04)	\$ 45,465
Thomas Brothers Maps (prime)	\$ 45,465
(No subcontractor)	

Contract Period: January 1, 2004 through December 31, 2006

Work Element:

04-040.SCGS90	\$ 45,465 (Funding source: Consolidated Planning Grant, FHWA)
05-XXX	\$ 45,465 (Funding source: Consolidated Planning Grant, subject to approval of SCAG FY 04-05 OWP)
06-XXX	\$ 45,465 (Funding source: Consolidated Planning Grant, subject to approval of SCAG FY 05-06 OWP)

Request for Proposal: Not applicable, renegotiations of existing software license

Selection Process: Sole source, renegotiations of existing software license

Basis for Selection: Since 1999, SCAG has entered into a software license agreement with Thomas Brothers for the Geofile Street Database. SCAG has developed many applications and uses of Thomas Brothers Street Network database.

Thomas Brothers represents the best and most cost effective database that we can purchase. It has been used extensively by our Geographic Information System (GIS) staff and local jurisdictions as the basis for the registration of other databases.

In addition, the Transportation Modeling Section has matched the Tranplan network to the Thomas Brothers street network. A change in vendors would require significant resources, both in terms of staff and expenditures, to update these systems and applications to a different database.

As the major producer of electronic street networks since the early 1980's, Thomas Brothers has consistently met the quality standards that we require. We have purchased the Thomas Brothers database annually since 1999.

EQUIPMENT LEASE RESTRUCTURE

Vendor: Avaya Financial Services (formerly part of Lucent)

Scope: Restructuring of existing lease for telecommunication system and videoconferencing equipment to obtain state of the art technology, improve efficiency, and to substantially reduce the overall leasing cost of the equipment.

The lease consists of three components: refinancing of net present value of SCAG's current telecommunication system, upgrade existing telecommunication system, (switch, Voice Mail, and Call Accounting), and obtaining new videoconference equipment.

Contract Amount:

Total for restructured 48 month lease	\$111,705
Total for FY 03/04 (6 months)	\$ 13,963

Avaya Financial Service (prime – providing financing)
Expanets (providing telecommunication system upgrade)
Wire One (providing new videoconference equipment)

Contract Period: January 2004 through December 2007 (forty-eight months)

Work Element:

04-840.SCGS90	\$13,963	(Funding source: Operations – Indirect Overhead)
0X-XXX	\$97,742	(Funding source: Indirect Overhead, subject to approval of SCAG's future budgets)

Request for Proposal: Not Applicable

Selection Process: Existing telecommunication equipment is being upgraded through original manufacturer. Also, as a governmental agency, SCAG has been given authorization to take advantage of the State of California contract with Wire One for the new videoconferencing equipment without having to solicit bids.

Basis for Selection: SCAG had a five-year lease with Lucent (now Expanets) for telecommunication system and equipment as well as PictureTel/Lucent videoconferencing equipment at SCAG's main office and the Riverside Satellite office. The initial five-year lease has ended and the new lease agreement

would allow SCAG to upgrade software and hardware for the telecommunication system, as well as update Voice Mail and Call Accounting systems. The current videoconferencing equipment will be traded in for new equipment. In addition, the new lease rolls over the current value of SCAG's present telecommunication system.

The resulting lease will save SCAG \$1,845 per month, while bringing SCAG up-to-date with state of the art telecommunication and videoconferencing equipment.